

**ROUTING AND RECORD SHEET**

**SUBJECT:** (Optional) The Central Intelligence Agency's Annual Occupational Safety and Health Report to the Secretary of Labor

**FROM:**    
Chief, Safety Staff/DDA  
 

EXTENSION

NO.

DD/A Registry

DATE

83-0807

**TO:** (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

**COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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1. DDA  
7D-24, Hqs.

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**CENTRAL INTELLIGENCE AGENCY**  
WASHINGTON, D.C. 20505

DD/A Registry
83-0807

24 MAR 1983

The Honorable Raymond J. Donovan  
The Secretary of Labor  
Washington, D. C. 20210

83-0807

Dear Mr. Secretary:

Transmitted herewith is the Central Intelligence Agency's Annual Occupational Safety and Health Report for Calendar Year 1982. The report was prepared in consonance with the guidelines provided by your office and in accordance with provisions of the Occupational Safety and Health Act, Executive Order 12196 and Title 29, Code of Federal Regulations, Part 1960 (29 CFR 1960).

Efforts are being continued to strengthen the Agency's Safety and Health Program to meet guidelines provided in 29 CFR 1960. Shortfalls continue to be annual inspections of facilities and training. While annual inspections of each facility and training of management and collateral duty personnel worldwide cannot be accomplished at this time, consideration is being given to these areas. It is noted that fifty-nine percent of the workplaces were inspected during CY 1982 compared to thirty-two percent in CY 1981. These areas are being given additional special attention in CY 1983 with initiation of an overseas safety enhancement program and an increased safety budget for additional safety inspection trips. The training program is also being expanded to include safety and health orientation of senior management officials scheduled for overseas assignments and also for management personnel scheduled for classes in the Headquarters area. Training of component safety officers in the field is also under consideration to provide them with a 3-day course in the field or a correspondence course.

We are striving to bring our Safety and Health Program into compliance with 29 CFR 1960. During CY 1982 we took several steps in that direction, i.e., transferred the Safety Staff from the Office of Security to my Office since I am the Agency's Designated Safety and Health Official. We also hired an additional industrial hygienist, two co-op students, and increased funding for the Safety Program. I have also authorized the hiring of a fire protection engineer and a health physicist and considerably increased the overall Safety budget for FY 1983.

Please be assured of our sincere interest in maintaining a Safety and Health Program that meets provisions of the Occupational Safety and Health Act, Executive Order 12196 and 29 CFR 1960.

Sincerely,



~~Harry~~ E. Fitzwater  
Deputy Director  
for  
Administration

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Enclosure

Letter to Secretary of Labor transmitting the annual CIA  
OSHA report

Distribution:

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AGENCY ANNUAL REPORT  
Occupational Safety and Health Program

Calendar Year 1982

Name of Agency Central Intelligence Agency

Name of Component \_\_\_\_\_

Address Washington, D.C. 20505

Number of employees  
covered by this  
report

Covers the entire Central Intelligence Agency.  
The number of employees is classified.

Name of individual  
responsible for the  
occupational safety  
and health program  
of the agency or  
component covered  
by this report

STAT

Telephone number of this individual

STAT

Title of this individual

Chief, Safety Staff

1. Has the head of the agency issued a policy statement to all agency personnel which emphasizes his/her commitment to a safe and healthful workplace, charges management personnel with responsibility and accountability for the OSH program, requires employee compliance with applicable OSHA and/or agency standards, and assures employee OSH rights?

  X   Yes

       No

2. Does the Designated Agency Safety and Health Official directly supervise the person(s) responsible for managing the agency's OSH program?

  X   Yes

       No

3. On the average, how often did the Designated Agency Safety and Health Official meet and/or communicate OFFICIALLY with the AGENCY HEAD on safety and health matters?

       Approximately 50 times per year

       Approximately 12 times per year

       Approximately 3 times per year

  X   Other As the need arises

4. On the average, how often did the Designated Agency Safety and Health Official meet and/or communicate OFFICIALLY with the person(s) responsible for managing the OSH program to discuss safety and health matters?

       Approximately 50 times per year

       Approximately 12 times per year

       Approximately 3 times per year

  X   Other A minimum of twice a week

5. What is the approximate percent of time that the individual responsible for the occupational safety and health program (listed on page 1 of this form) spends on the OSH program?

 100  Percent

6. Indicate on the scale below the adequacy of the financial resources available to the occupational safety and health program in helping to meet your needs in the following areas:

KEY: 1 = financial resources adequate to help meet the OSH needs  
 2 = financial resources somewhat adequate to help meet the OSH needs  
 3 = not adequate financial resources available to help meet the OSH needs

	1	2	3
to support the salaries of necessary personnel responsible for the occupational safety and health program		X	
to develop and/or conduct training programs		X	
to provide for and/or conduct inspections		X	
to provide for and/or conduct self evaluations	X		
to purchase and/or maintain personal protective equipment		X	
to abate identified hazards in the workplace		X	
to conduct a medical surveillance program for employees		X	
to provide for and/or conduct safety and health sampling, testing, etc.		X	
to provide technical information, documents, periodicals, and program promotional items to employees		X	

7. How many full-time occupational safety and health professionals are at the headquarters and in the field?

41 Number of full-time safety and/or health professionals at HEADQUARTERS and FIELD

8. What is the number of part-time (collateral duty) occupational safety and health headquarters and field personnel?

89 Number of part-time (collateral duty) safety and/or health personnel at HEADQUARTERS

\* Number of part-time (collateral duty) safety and/or health personnel at FIELD offices

\* Safety and Health Regulations require that the official in charge of each field installation designate a component safety officer.

9. Were safety and health program goals and objectives officially established for calendar year 1982?

X Yes

       No

10. What are the three PRIMARY occupational safety and health program goals? Please indicate if these goals were achieved in calendar year 1982.

	<u>Achieved</u>	<u>Not Achieved</u>
1. Transfer Safety Group from Office of Security to Office of the Deputy Director for Administration and establish as Safety Staff	X	
2. Increase emphasis on safety and health inspections	X	
3. Employ two student trainees specializing in fire protection engineering and industrial hygiene	X	



11. Are your goals and objectives reviewed regularly?

  X   Yes

       No

IF YES --

How often are they reviewed?

       Annually  
       Semi-annually  
       Quarterly  
       Monthly  
  X   Continuously

Who reviews these goals and objectives?

  X   DASHO  
  X   Safety and Health Manager  
       Agency Head  
       Other \_\_\_\_\_

12. Are your OSH goals and objectives included in your agency's quarterly review system (MBO, PEP, etc.) or other similar system?

       Yes

  X   No - Reviewed monthly

13. Are safety and health program goals and objectives officially established for calendar year 1983?

  X   Yes

       No

a. Employ a fire protection engineer, a health physicist to fill two new positions in the Safety Staff and a safety specialist to replace a present employee who is resigning.

b. Information concerning the Occupational Safety and Health Act, Executive Order 12196, Title 29, Code of Federal Regulations, Part 1960, and the Agency's Safety and Health Program will be presented in select courses to senior Agency officials in or scheduled for field assignments. This information will also be included in courses presented to supervisors as well as employees and dependents scheduled for overseas assignments.

13. c. Increase safety of Agency personnel overseas through an overseas safety enhancement program. This program is to ensure that each residence is equipped with smoke detectors, fire extinguishers, a first aid kit and emergency escape devices. It is also aimed at ensuring employees who work in high-risk areas have emergency breathing and descent devices.

d. Continue the asbestos removal program whereby a certified outside contractor removes asbestos used primarily as an insulator in certain areas in the Headquarters building.

14. To what extent do you utilize information and data (a) through (f) below in planning the program elements listed in the right-hand columns?

KEY: Please indicate the extent of utilization as follows:  
 N = Never  
 R = Rarely  
 S = Sometimes  
 F = Frequently  
 A = Always

	PROGRAM ELEMENTS				
	INSPECTIONS	TRAINING	INFORMATION	BUDGET AND STAFFING	ABATEMENT PRIORITIES
(a) Injury and illness incidence data	A	A	A	R	A
(b) Injury and illness (OWCP) cost data	N	N	N	N	N
(c) Recognized hazard data	A	A	A	A	A
(d) Employee reports of unsafe and unhealthful working conditions	A	A	A	A	A
(e) Recommendations of employee representatives	A	A	A	A	A
(f) Other _____					

15. Have any special in-depth studies of your specific hazards been conducted within the past year?

  X   Yes

       No

IF YES --

Briefly describe the substance or equipment that was studied.

Extensive studies and analyses of the insulation in certain types of safes to determine if the insulation contained asbestos. Studies and tests in several areas to determine if the noise levels of specialized equipment utilized were within acceptable limits. Comprehensive studies of medical X-rays in the Headquarters Building.

What were the occupational hazards?

The occupational hazards were asbestos, noise, and radiation.

16. Does your agency have safety and health committees?

  X   Yes

       No

IF YES --

How Many?       7      

What is the typical membership of your committees (by percent)?

<u>  50  </u>	management representatives
<u>      </u>	safety and health specialists
<u>  50  </u>	employees
<u>      </u>	employee representatives

17. On the chart on page 8, please provide a list of the occupational safety and health training courses conducted during the calendar year 1982.

(The following key may be used for "trainee classification")

1 = new employees	6 = safety and health specialists
2 = employees assigned to operate 'new' equipment	7 = collateral duty safety and health personnel
3 = employees in high risk jobs	8 = OSH committee members
4 = top management officials	9 = employee representatives
5 = supervisors	10 = other employees

Trainee Classification	Course Title	Number of Employees Attending	Length of Course
3,4,5,6,7, 10	Basic Safety and Health	105	5 days
1	Agency's Safety and Health Program	each new employee	1 hour
7	Collateral Duty Safety	32	1 hour
3,4,5,6,7, 10	Fire Safety	190	2 hours
Security officers with safety responsibility	Hazard Recognition	92	3 hours
1-10	Foul Weather Driving	448	1 hour
1-10	Women's Safety	90	2 hours
1-10	Emergency Evacuation	187	1 hour
3	Safety and Health Hazards	92	8 hours
2-3	Safety and Health Hazards	50	12 hours
2-3	Electrical Safety	38	2 hours
3,5, 10	CPR and First Aid	1518	16 hours
1,2, 10	Fork Lift Training	130	14 hours

18. Does your agency conduct inspections of areas and operations of the workplaces?

  X   Yes

       No

IF YES --

  59   What percent of the workplaces were inspected during the calendar year?

Who conducted these inspections?

  X   trained professional safety and health specialist

  X   manager/supervisor

  X   outside consultant

  X   component safety officer

  X   security officer

19. Where there is a high probability of accidents, injuries, or illnesses, how frequently are these areas inspected?

       Daily

       Weekly

       Monthly

  X   Other

Priority is given to the comprehensive inspection of major facilities and those involving hazardous activities. These are scheduled on an annual basis by Safety Staff personnel. Inspections are more frequently done by supervisors and component safety officers.

20. Who conducts these inspections?

  X   Trained safety and health specialist

  X   Manager/Supervisor

  X   Outside consultant

21. Of all hazards identified in the inspection report, what percent was abated within the abatement period set by the inspection report?

11 Percent

#### SELF-EVALUATIONS

22. Describe your Agency's program of self-evaluation. Outline the procedure(s) utilized, list types of data and how collected, and indicate who conducted the evaluation e.g., OSH staff, I.G. staff, private contractor, another organizational unit within the agency, etc.)
- a. Limited audit of the Agency's Safety and Health Program and Safety Staff conducted by the Inspector General's staff and provided to the Deputy Director of Central Intelligence.
  - b. Annual Comprehensive Accident Analyses Report prepared by the Safety Staff. Copies of the report are forwarded to the Director of Central Intelligence, Designated Safety and Health Official and members of the Agency Safety and Health Committee.
  - c. Annual Report on the Agency's Safety and Health Program prepared by the Safety Staff for the review and signature of the Deputy Director for Administration and forwarded to the Secretary of Labor.
  - d. Annual Summary of Federal Occupational Injuries and Illnesses prepared by the Safety Staff and forwarded to the Department of Labor.
23. Describe the results of your self-evaluation. Your discussion should assess the degree to which your agency has implemented the requirements of Executive Order 12196, the quality of the agency program, and any failures to meet program requirements. It should also include a description of your agency's progress in meeting its goals and objectives and include any unusual program accomplishments during the year. If applicable, describe unusual problems encountered and the results of any innovative means your agency employed to address those problems.

- 23.
- a. Self-evaluations are considered extremely important in order that senior Agency officials may be apprised of the current status and projected direction of the Safety and Health Program as well as the degree to which the Agency is complying with provisions of the Occupational Safety and Health Act, Executive Order 12196 and Title 29, Code of Federal Regulations, Part 1960.
  - b. The primary shortfalls in the Agency's Safety and Health Program involve inspections and training. These are the direct result of insufficient personnel resources.
  - c. The Central Intelligence has always placed a high emphasis on the safety and health of its employees and in the prevention and elimination of hazards in the workplace. Emphasis will be placed in the shortfall areas reflected in the self-evaluations and efforts will continue toward full compliance with provisions of the Occupational Safety and Health Act, Executive Order 12196 and 29 CFR 1960.
24. What changes in the Agency's program have been proposed, approved and implemented as a result of the evaluations. Indicate the status of each.
- a. Plans are being implemented to strengthen the two indicated shortfall areas, inspections and training.
    - (1) A fire protection engineer and health physicist will be hired to supplement the present Safety Staff. Two student trainees (co-op) specializing in fire protection and industrial hygiene will continue on the Safety Staff.
    - (2) The budget of the Safety Staff has been increased to provide for additional inspections and to implement an overseas safety enhancement program.
    - (3) Information concerning the Agency's Safety and Health Program, Occupational Safety and Health Act, Executive Order 12196 and 29 CFR 1960 will also be included in certain courses available for senior management and supervisory personnel.